



General Services Administration
Federal Acquisition Service
Region 9 – Assisted Acquisition Services
Performance-Based Statement of Work

COI: ID09170005

Date: June 13, 2017

ENTERPRISE RESOURCE PLANNING SUPPORT

1.0 General

Organization to be supported: Office of Naval Research

875 N. Randolph St., Arlington, VA

2.0 Background

The Office of Naval Research (ONR) is an Echelon I headquarters organization within the Office of the Secretary of the Navy (SECNAV) established by Congress to command and manage all Science and Technology (S&T) defined as basic research (budget category 6.1), applied research (6.2), and advanced technology development (6.3) for the Department of the Navy (DON) and to foster transition from science and technology to higher levels of research, development, test, and evaluation.

The Fiscal Year (FY) 2005 and 2008 National Defense Authorization Acts laid the framework for the Department of Defense (DoD) to transition to an Enterprise Resource Planning (ERP) environment. The FY 2005 Act required the Departments to develop enterprise architecture, as well as, a transition and a governance plan for their business system modernization. The FY 2008 Act codified the Deputy Secretary of Defense (DepSecDef) as the Department's Chief Management Officer and required the Department to develop and submit to Congress a Strategic Management Plan (SMP). DoD also issued an Enterprise Transition Plan (ETP) that aligned to the SMP's strategic framework goals, which include business priorities that affect business system transformation across the Department.

Within the DoD ETP, the Department of the Navy (DoN) lists five priorities of its business transformation efforts:

- 1) Establish and Manage a Secure, Interoperable Net-Centric Naval Information Management/Information Technology (IM/IT) Infrastructure
- 2) Create Optimized Processes and Integrated Systems
- 3) Optimize Investments for Mission Accomplishment
- 4) Transform Applications and Data into Web-base Capabilities to Improve Effectiveness and Gain Efficiencies
- 5) Align Business Mission Area Governance

Navy ERP is an ACAT I program which seeks to modernize and streamline the way Navy does business, to reduce the number of older, more costly IT applications, to operate the business of the Navy the same ways across its many commands, and for the Navy to be able to more clearly report its stewardship of the taxpayer's money. Navy ERP was listed as a major initiative and addressed four of the five priorities listed above (addresses priorities 1-4).

At the direction of the U.S. Navy, the Navy Enterprise Resource Planning Program Office (Navy ERP PO) deployed a single SAP software solution across the Navy SYSCOMs in line with best business practices configured to the US Navy requirements. Navy ERP system went "live" at ONR 01 OCT 2012 (FY13) and completed major SYSCOM deployment milestones for the Navy. Navy ERP has now moved into

sustainment. Naval Supply Systems Command's (NAVSUP) Business Systems Center (BSC) and Space and Naval Warfare Systems Center (SSC) – Atlantic (LANT) provide overall sustainment under the general oversight of PEO-EIS.

3.0 Objective

The objective of this requirement is procure IT support service for Navy ERP. Critical lifecycle support will include, but is not limited to subject matter expertise in the principals, process, methodologies, practical application, and expert working knowledge of the mySAP ERP ECC 6.0; Procurement for the Public Sector (PPS); Access Enforcer (AE); Governance, Risk, and Compliance (GRC); DocBuilder; Business Objects commercial-off-the-shelf (COTS) application and Navy ERP solution. Other programmatic tools that are used in support of Navy's overall solution under Navy ERP are MS SharePoint; HEAT Helpdesk Software and HP Quality Center.

Period of Performance:

Base Year: 08/10/2017 to 08/09/2018

Option Year One: 08/10/2018 to 08/09/2019

Option year Two: 08/10/2019 to 08/09/2020

Option Year Three: 08/10/2020 to 08/09/2021

Option Year Four: 08/10/2021 to 08/09/2022

4.0 Scope of Work

The scope of this requirement is to provide the ONR system support and sustainment of the Navy's ERP enterprise business solution otherwise known as Navy Enterprise Resource Planning (ERP) to include the implementation of additional functionality and further implementation of the solution at other ONR components.

5.0 Task(s)

Task	Indicator	• Standard	Incentives
5.1 Functional Module Sustainment and Integration Support	Timely completion of assigned tasks	<ul style="list-style-type: none"> 95% Solution(s) provided. 	Government Approval or rejection Positive or negative performance Evaluations based on completed task deliverable
5.2 User Management Support	Timely completion of assigned tasks	<ul style="list-style-type: none"> 95% Solution(s) provided. 	Government Approval or rejection Positive or negative performance Evaluations based on completed task deliverable.
5.3 mySAP Engineering and Technical Support	Timely completion of assigned tasks	<ul style="list-style-type: none"> 95% Solution(s) provided. 	Government Approval or rejection Positive or negative performance Evaluations based on completed task deliverable.

5.0 Task(s): Continued

Task	Indicator	• Standard	Incentives
5.4 Data Management and Reporting	Timely completion of assigned tasks	<ul style="list-style-type: none">• 95% Solution(s) provided.	Government Approval or rejection Positive or negative performance Evaluations based on completed task deliverable.
5.5 Communications and Change Management	Timely completion of assigned tasks	<ul style="list-style-type: none">• 95% Solution(s) provided.	Government Approval or rejection Positive or negative performance Evaluations based on completed task deliverable.
5.6 Training	Timely completion of assigned tasks	<ul style="list-style-type: none">• 95% Solution(s) provided.• 95% User training completed	Government Approval or rejection Positive or negative performance Evaluations based on completed task deliverable.
5.7 Project Management	Timely completion of assigned tasks	<ul style="list-style-type: none">• 95% Solution(s) provided.• 99% Reports completed	Government Approval or rejection Positive or negative performance Evaluations based on completed task deliverable.

5.1 Functional Module Sustainment and Integration Support

The contractor shall provide sustainment/integration support across the suite of modules that comprise Navy ERP. This includes end user support inclusive of logging, updating, monitoring, resolving, and forwarding trouble tickets in HEAT. In addition, assess the impact to ONR and overall soundness of design for any modifications to Navy ERP Functional Design Requirement Specifications including drafting changes to Navy ERP Functional Design Requirements. Also, the contractor will create and maintaining training materials such as user guides, cheat sheets, quick reference guides, simulations, logging and monitoring system defects (currently managed in HP Quality Center) the contractor shall participate in Navy ERP wide workshops and meetings related to module and/or business area and facilitate working groups within the module. The contractor shall support government personnel to assess organizational impact of defects and prioritization of work to address the defect including testing in support of system changes, monitoring interfaces associated with functional module and business reengineering efforts.

5.2 User Management Support

The contractor shall provide user management support. Contractor will provide on boarding and creating user accounts in accordance with ONR and Navy ERP procedures. This will include submitting access enforcer requests in accordance with ONR business rules and Memorandums of Understanding (MOU)/Agreements with other SYSCOMS governing the provisioning of cross SYSCOM roles. Also, the contractor will monitoring end user qualifications report on separation of duty issues and support analysis of proposed role changes and manage and review account terminations. In addition, participate in Navy ERP wide workshops and meetings related to user management and roles. Sub tasks will include:

- Support the Governance, Risk and Compliance tool within Navy ERP
- Support off-boarding process
- Manage the reconciliation of user management related HEAT tickets and Quality Center items as needed
- Support government personnel in the assessment of role related design and changes
- Day-to-day monitoring of the role provisioning process
- Maintaining business process and user documentation related to UM

5.3 mySAP Engineering and Technical

Contractor shall provide “mySAP” engineering and technical support. This will include reporting, interface customization, and Enhancement. In addition, contractor will provide data extraction and transformation, data cleansing, enable development, deployment, stabilization, and sustainment activities. This support includes:

- Developing reports, interfaces, customizations and enhancements
- Drafting High Level Designs (HLD)
- Data extraction, transformation and loading
- Data modeling
- Support interface monitoring

5.4 Data Management and Reporting

The contractor shall provide data management and support services. This support includes pulling data extracts from Navy ERP and processing and/or monitoring HEAT Tickets for master data requests. Also, contractor will format and review data layouts for loading into Navy ERP systems. Provide data reporting across functional modules and monitor system interfacing. In addition, support will also include;

- Interface with ONR’s Business Intelligence team
- Provide consulting on the merging of data with other disparate systems
- Support Navy level data warehousing
- Analyzing record layouts
- Organizing and coordinating any data conversion
- Participating in Navy ERP wide workshops and meetings related to Navy ERP data management
- Drafting / generating reports and documentation on data related issues

5.5 Communications and Change Management

The contractor shall provide communications and change management support services. This will include drafting communications for CBO and senior leadership. In addition, contractor shall draft articles for the command newsletter and coordinate change management events and record minutes and documentation. This will include drafting communication products such as data sheets, tri-folds, presentations, video board/monitor announcements, etc.; will be administer via CBO’s Navy ERP SharePoint Site.

5.6 Training

The contractor shall provide Command-wide training support for Navy ERP that includes maintaining localized training library that include concept slides, sims, user guides, cheat sheets/quick reference guides, and other relevant training material. Contractor will support comprehensive headquarters and

field activity planning, documentation, execution, maintenance, monitoring, and reporting for Navy ERP related training. Contractor will provide support in booking individuals to courses based on role assignments and maintaining rosters of instructors. Also, contractor will impart training qualifications, coordinating training events and manage user training assignments/completions. Contractor may participate in Navy ERP wide workshops and meetings related to Navy ERP training.

5.7 Project Management Technical Support

The contractor shall provide program management support to Navy ERP tasks mentioned previously. This support includes day-to-day monitoring of Navy ERP support activities. Also, monitor and track of financial execution, creation and executing staffing plans allocations for assignments and managing staffing against emerging Navy ERP related requirements. Contractor will drafting project plans as required, interact with the Contracting Officer Representative on matters related to the execution of the task(s), and preparing financial reports and status/progress/activity reports.

5.8 Over and Above

O&A efforts include Government tasking exceeding the normal capacity of Contractor support due to a temporary surge of requirements. Hours expended will be paid at fixed rates. Rates include all direct and indirect costs and profit. Proposals will be submitted to and negotiated by the PCO before start of work. O&A efforts shall only be authorized by the Contracting Officer to provide additional engineering services, manpower or expertise, to supplement core capabilities in response to a temporary surge in requirements. The contractor is expected to respond within seven (7) business days of initial request.

5.9 Government Historical Data on required level of effort

This data is provided as a point of reference to assist prospective offerors in understanding the historical levels of effort expended to satisfy this requirement.

Position	GSA Category	GSA Labor Category Code	Historical Hours
PPS SI	Applications System Analyst - Master	103G-4	1920
PPS/MM Functional	Applications System Analyst - Journeyman	103G-2	1920
PPS/MM Functional	Applications System Analyst - Journeyman	103G-2	1920
PPS/MM Functional	Applications System Analyst - Journeyman	103G-2	1920
MM SI	Applications System Analyst - Senior	103G-3	1920
FV/FM/CO SI	Applications System Analyst - Senior	103G-3	1920
FV/FM/CO Functional	Applications System Analyst - Journeyman	103G-2	1920
AM Functional	Applications System Analyst - Journeyman	103G-2	1920
PS/SD Functional	Applications System Analyst - Journeyman	103G-2	1920
WFM/UM Functional	Applications System Analyst - Journeyman	103G-2	1920
Comms/Training Functional	Training Specialist - Journeyman	137G-2	2760
RICE	Applications Developer - Senior	102G-3	1920
RICE	Applications Developer - Master	102G-4	1840
RICE	Applications Developer - Master	102G-4	1840
RICE	Applications Developer - Master	102G-4	1840
Program Manager	ERP Analyst	115G	1920
Data Management	Data Management	111G-3	1920
Data Management	Data Management	111G-4	1920

5.10 Holidays: Contractor shall not be on-site without a Government employee to monitor performance. Violation of this policy is grounds for immediate removal from this contract and will result in negative performance ratings for the contractor.

The work sites/ activities will be closed on all federal holidays. Contract employees shall not be able to work at their normal place of work on those days.

Recognized Holidays:

New Year's Day	Labor Day
Luther King Jr.'s Birthday	Martin
President's Day	Columbus Day
Memorial Day	Veteran's Day
Independence Day	Thanksgiving Day
	Christmas

5.10 Key Personnel. Due to the complex nature and criticality of the task performed, all on-site personnel are designated as key personnel and fall under the Key Personnel clause. Proposed Key Personnel shall not be substituted without the express written consent of the Contracting Officer. The contractor shall assign one of the key personnel to perform duties as supervisor and site manager

5.11 Mandatory Personnel Qualifications

PPS Systems Integrator (SI) (Applications System Analyst – Master): Personnel proposed to provide these services shall possess broad SAP Functional experience as well as deep knowledge in SAP's Procurement for the Public Sector. Background should provide demonstrated experience and success of module implementation, configuration, and integration. Personnel should have functional experience with the implementation and configuration of SAP's Document Builder and Records Management functionality. Proposed personnel should be detailed oriented and have strong communication skills to effectively facilitate cross functional government business teams in solution white-boarding sessions; explaining system functionality; system technical issues to government personnel; and work in a team environment. Experience with Federal and Department of Defense procurement and research assistance award processes preferred. Experience with Grants.gov; Electronic Data Access (EDA); and Defense Assistance Award Data System (DAADS) preferred. Experience with Navy ERP strongly preferred. This is a Key Personnel.

PPS/MM (Applications System Analyst – Journeyman): Personnel proposed to provide these services shall have demonstrated functional experience with Materials Management – Procurement and Procurement for the Public Sector. Experience should also include functional understanding of Funds Management (FM) and Project Systems (PS). Individual should have experience and training demonstrating a sound understanding of requisitioning, purchase orders, workflow, invoice creation, service entry sheets, goods receipts, RFx document types, bid responses, and related reporting transactions. Personnel should have demonstrated experience analyzing, documenting and testing functional requirements. Personnel should have demonstrated experience developing training materials, user guides and related material. Personnel should be detail oriented and able to task manage projects to closure. Excellent oral and written communication skills are required to provide over-the-shoulder support to end-users across a wide-spectrum of computer literacy/skill. Experience with Navy ERP strongly preferred. Experience with Federal/DoD procurement (to include DoD/DoN Purchase Card); cross DoD/Navy/Federal funding and work orders; and research assistance awards is preferred. Experience with Grants.gov, EDA, DAADS, Wide Area Work Flow (WAWF), and Standard Procurement System (SPS) preferred.

MM (Applications System Analyst – Senior): Personnel proposed to provide these services shall have demonstrated exceptionally strong functional experience with Materials Management – Procurement. Experience should also include functional understanding of Funds Management (FM) and Project Systems (PS). Individual should have experience and training demonstrating a thorough understanding of requisitioning, purchase orders, workflow, invoice creation, service entry sheets, goods receipts, and MM master data. Personnel should have demonstrated experience analyzing, documenting and testing functional requirements. Personnel should have demonstrated experience developing training materials, user guides and related material. Personnel should be highly detail oriented and able to task manage projects to closure. Excellent oral and written communication skills are required to provide over-the-shoulder support to end-users across a wide-spectrum of computer literacy/skill. Experience with Navy ERP strongly preferred. Experience with Federal/DoD procurement (to include DoD/DoN Purchase Card); cross DoD/Navy/Federal funding and work orders; and research assistance awards is preferred. Experience with System for Awards Management (SAM), EDA, Wide Area Work Flow (WAWF), and Standard Procurement System (SPS) preferred. This is a Key Personnel.

FI/FM/CO Systems Integrator (SI)(Applications System Analyst – Senior): Personnel proposed to provide these services shall have demonstrated exceptionally strong functional experience with Finance (FI), Controlling (CO), and FM modules. Individual shall have experience and training demonstrating a thorough understanding of all financial and General Ledger postings and processes in FI/CO/FM and master data. Personnel should have demonstrated experience analyzing, documenting and testing functional requirements. Personnel should have demonstrated experience developing training materials, user guides and related material. Personnel should be highly detail oriented and able to task manage projects to closure. Excellent oral and written communication skills are required to provide over-the-shoulder support to end-users across a wide-spectrum of computer literacy/skill. Personnel shall have a 4-year degree, a degree in accounting, finance, or a Certified Public Accountant (CPA) preferred. Experience with Navy ERP strongly preferred. Experience in Federal/DoD funds management preferred. Personnel possessing experience with or experience with interfaces to DoD's Accounting Prevalidation Module (APVM), Pay Prevalidation Module (PPVM), Daily Expenditure File (DDEF), Defense Cash Accounting System (DCAS), DCAS Monthly Expenditure File (DMEF), and Defense Travel System (DTS) preferred. This is a Key Personnel.

FI/FM/CO Functional (Applications System Analyst – Journeyman): Personnel proposed to provide these services shall have demonstrated sound functional experience with Finance (FI), Controlling (CO), and FM modules. Individual shall have experience and training demonstrating a functional understanding of all financial and General Ledger postings and processes in FI/CO/FM and master data. Personnel should have demonstrated experience analyzing, documenting and testing functional requirements. Personnel should have demonstrated experience developing training materials, user guides and related material. Personnel should be detail oriented and able to task manage projects to closure. Excellent oral and written communication skills are required to provide over-the-shoulder support to end-users across a wide-spectrum of computer literacy/skill. Personnel shall have a 4-year degree, a degree in accounting, finance, or a Certified Public Accountant (CPA) preferred. Experience with Navy ERP strongly preferred. Experience in Federal/DoD funds management preferred. Personnel possessing experience with or experience with interfaces to DoD's Accounting Prevalidation Module (APVM), Pay Prevalidation Module (PPVM), Daily Expenditure File (DDEF), Defense Cash Accounting System (DCAS), DCAS Monthly Expenditure File (DMEF), and Defense Travel System (DTS) preferred.

AM Functional (Applications Systems Analyst – Journeyman): Personnel proposed to provide these services shall have demonstrated sound functional experience with the Asset Management (AM) module. Individual shall have experience and training demonstrating a functional understanding of asset creation,

management, retirement, reporting as well as master data. Personnel should have demonstrated experience analyzing, documenting and testing functional requirements. Personnel should have demonstrated experience developing training materials, user guides and related material. Personnel should be detail oriented and able to task manage projects to closure. Excellent oral and written communication skills are required to provide over-the-shoulder support to end-users across a wide-spectrum of computer literacy/skill. Personnel shall have a 4-year degree, a degree business/accounting/business systems preferred. Experience with Navy ERP strongly preferred. Experience in Federal/DoD property management preferred.

PS/SD Functional (Applications System Analyst – Journeyman): Personnel proposed to provide these services shall have demonstrated sound functional experience with the Project Systems (PS) and Sales and Distributions (SD) modules. Individual shall have experience and training demonstrating a functional understanding of the creation, maintenance, reporting and master data related to project structures within the PS module. Individual shall have experience and training demonstrating a functional understanding of the creation of sales orders, network activities, SD master data and reporting. Personnel should have demonstrated experience analyzing, documenting and testing functional requirements. Personnel should have demonstrated experience developing training materials, user guides and related material. Personnel should be detail oriented and able to task manage projects to closure. Excellent oral and written communication skills are required to provide over-the-shoulder support to end-users across a wide-spectrum of computer literacy/skill. Personnel shall have a 4-year degree, a degree business/accounting/business systems preferred. Experience with Navy ERP strongly preferred.

WFM/UM Functional (Applications System Analyst – Journeyman): Personnel proposed to provide these services shall have demonstrated sound functional experience with the Human Resources (HR) module referred to as Workforce Management (WFM) in Navy ERP and User Management (UM). Individual shall have experience and training demonstrating a functional understanding of the creation, maintenance, reporting and master data related WFM module. Individual shall have experience and training demonstrating a functional understanding of the creation of roles, user accounts, role management utilizing Access Enforcer (AE) and Governance Risk Compliance (GRC). Personnel should have demonstrated experience analyzing, documenting and testing functional requirements. Personnel should have demonstrated experience developing training materials, user guides and related material. Personnel should be detail oriented and able to task manage projects to closure. Excellent oral and written communication skills are required to provide over-the-shoulder support to end-users across a wide-spectrum of computer literacy/skill. Personnel shall have a 4-year degree, a degree business/accounting/business systems preferred. Experience with Navy ERP strongly preferred. Familiarity and/or experience with Federal, DoD, and DoN hiring and personnel practices preferred.

Comms/Training Function (Training Specialist - Journeyman): Personnel proposed to provide these services shall have demonstrated sound functional experience managing SAP or similar system training to include the creation and maintenance of course materials; bookings; user qualification management; and student evaluations. Personnel shall be proficient in SAP Learning Management; uPerform; and MS SharePoint. Personnel should have fundamental knowledge of WFM and UM. Experience and education should demonstrate excellent oral and written communication skills. Experience with Navy ERP strongly preferred. A related 4-year degree is preferred.

RICE (Applications Developer - Senior): Personnel proposed to provide these services shall have demonstrated exceptionally strong experience and education in the area of Report, Interface, Conversion and Enhancement (RICE) design and programming. Personnel shall demonstrate strong education and experience with SAP Advanced Business Application Programming (ABAP) language; SAP Webmethods; SAP Application Integration-Java; WebDynpro; SmartForms; and SAP workflow. Personnel shall

demonstrate fundamental understanding of FM, FI, CO, SD, MM, PPS, and WFM. Personnel shall demonstrate the ability to lead RICE related projects and manage a team of RICE developers. Experience and education should demonstrate excellent oral and written communication skills. Experience with Navy ERP strongly preferred. A related 4-year or advanced degree is preferred. This is a Key Personnel.

RICE (Applications Developer – Master): Personnel proposed to provide these services shall have demonstrated sound experience and education in the area of Report, Interface, Conversion and Enhancement (RICE) design and programming. Personnel shall demonstrate sound education and experience with SAP Advanced Business Application Programming (ABAP) language; SAP Webmethods; SAP Application Integration-Java; WebDynpro; SmartForms; Middleware; SAP Portal Development and SAP workflow. Personnel shall demonstrate fundamental understanding of FM, FI, CO, SD, MM, PPS, and WFM. Experience and education should demonstrate excellent oral and written communication skills. Experience with Navy ERP strongly preferred. A related 4-year or advanced degree is preferred. This is a Key Personnel.

Program Manager (ERP Analyst): Personnel proposed to provide these services shall have demonstrated sound experience and education leading teams at both the T2 and T3 level. Personnel shall demonstrate fundamental understanding of AM, FM, FI, CO, SD, MM, PPS, UM, GRC and WFM. Personnel with implementation of PPS experience preferred. Personnel shall demonstrate the ability and education to manage tasks and personnel across the spectrum of support tasks outlined in the PBSOW. Experience and education should demonstrate excellent oral and written communication skills. Experience with Navy ERP strongly preferred. Personnel with fundamental understanding of Federal Funds, Procurement, and Assistance processes preferred. A related 4-year or advanced degree is preferred. This is a Key Personnel.

Data Management: Personnel proposed to provide these services shall Pulling data extracts from Navy ERP. Processing and/or monitoring HEAT Tickets for master data request. Formatting and reviewing data layouts for loading into Navy ERP. Support any data reporting across functional modules. Support interface monitoring. Interface with ONR's Business Intelligence (BI) team as needed. Support Navy level data warehousing and BI projects involving Navy ERP. Analyzing record layouts. Organizing and coordinating any data conversion into Navy ERP. Participating in Navy ERP wide workshops and meeting related to Navy ERP data management. Drafting reports and documentation on data related issues. Provide consulting on the merging of data with other disparate systems and Generating reports. This is a Key Personnel.

5.12 Safeguarding Government Data/Information

Contractor personnel shall safeguard Government data and information.

Contractor personnel shall not release Government Data/Information outside of approved Government sources.

Contractor personnel shall not remove Government data/information from Government facilities without written approval from the COR.

Unauthorized release of Government Data/Information shall result in immediate removal from the contract, all persons responsible for such actions and may result in termination of the contract for default and possible debarment. The Government will prosecute violations to the full extent permissible under law.

5.13 Government provided resources

Contractor shall provide a **discounted** overhead rate or DCAA approved **on-site rate** in exchange for Government provided office space, furnishings, desk, chair, computer, printer capability, copier capability, miscellaneous office supplies and free parking.

5.14 Contractor Access card

Contract personnel shall wear the ID badge and the CAC at all times when performing work under this contract, including while attending Government meetings and conferences that may take place outside the Government facility. Contract personnel shall wear the ID badge and CAC in a conspicuous place on the front of exterior clothing except when safety or health reasons prohibit such placement. For contract personnel who routinely are unable to wear badges due to safety or health reasons, the Contractor shall provide clothing that identifies the contract company.

Contractor personnel shall identify themselves as a Contractor employee when answering Government telephones. When Contractor employees send email messages as a part of the contract performance or otherwise relating to contract matters, each sender shall include his/her name, email address and the name of the individual's employer.

Contract personnel shall comply with the same workplace behavior rules of Government employees in terms of interaction with other personnel such as customers, Government representatives, and other contract employees to include but not limited to prohibitions against foul language, harassment, sexual harassment, and discrimination. Any violations of EO, EEO, or SHARP will be addressed by the COR to the PM and the Contractors Corporate entity.

The Contractor response to all work requests shall be continual during the normal duty hours, excluding lunch and scheduled breaks. The contractor is not required to work during lunch breaks or scheduled breaks.

6.0 Deliverables

All reports/Data/CDRLs shall be delivered in MS Office products (MS WORD, Project, Powerpoint, Visio, Access, Infopath).

Deliverable	Schedule	Contractor
Monthly Status Report	5 th day of each month (or day thereafter in the event of a federal holiday)	X
Quality Control Plan	Thirty (30) days post-award; pursuant to updates to baseline	X
Meeting Minutes	Two (2) working days post-meeting event	X

6.1 Monthly Status Reports.

The Contractor shall provide monthly progress and financial reports. All data must be submitted electronically GSA ASSIST contracting system.

6.2 Quality Control Plan (QCP)

The Contractor is required to provide a QCP detailing the quality control procedures and methods, plan implementation, and plan evaluation. The QCP should be submitted within sixty (60) days after task order award. Contractor format is acceptable and electronic submission is encouraged.

7.0 Travel

Travel cost is provided at a not-to-exceed amount. Travel costs under this contract shall be Cost Reimbursable and Non-Fee bearing. Travel will be required by the Contractor to support ONR. Travel will consist of, but not limited to various meetings as well as support training on new systems applications. Local travel to and from the place of performance will not be authorized. The contractor shall submit travel request to the COR NLT Ten (10) duty days prior to actual travel. All travel requires advance authorization by the Contracting Officer Representative (COR). Travel taken without prior COR approval will not be reimbursed. All travel shall be conducted in accordance with the Joint Travel Regulations. Travel authorization requests shall include the following:

- Title, purpose/objective, expected outcome
- Date, time (window), and location
- Proposed Itinerary
- Proposed meeting/activities agenda
- Number of contractor participants
- Estimated Costs

The primary location of work shall be at 875 N. Randolph St., Arlington, VA

Arlington, VA facility. Travel to the following other sites will be on an as needed basis:

- ONR Atlanta Regional Office, 100 Alabama St., SW, Atlanta, GA
- ONR Boston Regional Office, 495 Summer Street, Boston, MA
- ONR Chicago Regional Office, 230 S. Dearborn, Chicago, IL
- ONR San Diego Regional Office, 140 Sylvester Rd., San Diego, CA
- ONR Seattle Regional Office, 1107 NE 45th Street, Seattle, WA
- ONRG United Kingdom, 86 Blenheim Crescent, West Ruislip, Middlesex, England
- ONRG Tokyo, Hardy Barracks, 7-23-17 Roppongi, Minato-ku, Tokyo, Japan
- ONRG Americas, U.S. Embassy Santiago, Avenida Costanera Andres Bello 2800, 7550659 Las Condes, Santiago Chile
- Commander Operational Test and Evaluation Force (COMOPTEVFOR), 7970 Diven Street, Norfolk, VA 23505
- Marine Corps Warfighting Lab, Quantico, VA
- PMR-51, 1550 Crystal Drive, Arlington, VA
- OPNAV N811, Pentagon, Arlington, VA
- Naval Research Laboratory (NRL), 4555 Overlook Ave. SW, Washington, D.C. 20375
- Activities supporting Navy ERP

8.0 ADDITIONAL INFORMATION

ONR provides this information to enhance understanding of its organizational environment as this relates to Navy ERP.

(a) End user population is approximately 1,100.

(b) ONR executes only General Fund (GF). If Navy extends its deployment of Navy ERP, deployment/implementation support and consulting may be required for ONR's Working Capital Fund (WCF) activity NRL.

(c) Navy ERP end-to-end processes as understood at this time incorporate the SAP FM, FI/CO, AM, MM-PUR, MM-IM, PS, SD, WFM (SAP HR), SRM/PPS, Planning, GRC, Access Enforcer, LS, BW (See

Acronyms and Definitions on Appendix A) as well as Vendor Procurement Gateway. Although deployed, ONR does not currently utilize MM-IM or Planning.

(e) ONR utilizes a subset of Navy ERP PO identified legacy systems that will be interfaced to the Navy ERP solution as well as unique Command legacy systems without previous deployment or preparation for Navy ERP migration. ONR does not currently utilize the Standard Procurement System (SPS) for its procurement awards however it does utilize the SPS interface to execute awards in Navy SeaPort. ONR tentatively will transition to the Navy's Contract Writing System (CWS), which will replace SPS.

(f) Business Systems used for supporting Navy ERP's sustainment and change management: Hewlett Packard Quality Center, HEAT Help Desk Software, Dimensions, Adobe Captivate, Ancile/SAP uPerform and Microsoft SharePoint.

(g) Navy ERP interfaces BUPERS, Defense Civilian Payroll System (DCPS), Accounting Pre-Validation Module/Pay Pre-Validation Module (APVM/PPVM), Wide Area Workflow (WAWF), Grants.Gov, FedBizOps, Electronic Data Access (EDA), SPS, DASC.

(f) ONR performs the administration of both procurement and assistance awards issued by DoD activities to universities and non-profits.

9.0 INVOICING AND PAYMENTS:

10.1 Billing and payment shall be accomplished in accordance with the contract. All work must be completed and accepted by the Government before the Contractor can submit an invoice.

10.2 Acceptance or rejection of work performed by the Contractor shall be via the IT-Solutions Shop (ITSS) at <https://web1.itss.gsa.gov>. This system is the basis for payment to the Contractor (invoices will not be paid without an acceptance in ITSS). Invoices must include the Order ID (ID09170036) and the ACT # (located in Block 4 for the GSA Form 300) for proper identification. Failure to include this information may result in the Contractor having to resubmit the invoice. The Contractor shall post its invoice in ITSS.

10.0 Points of Contact

Client Representative

Brian Glance
703-696-5085
OFFICE OF NAVAL RESEARCH
875 N RANDOLPH ST
ARLINGTON, VA 22203

GSA Representative

Patrick Galamay
Technology Project Executive, FAC-P/PM
General Services Administration (GSA), Federal Acquisition Service (FAS), Assisted Acquisition Services (AAS), Region 9 (9QFAD)
50 United Nations Plaza
San Francisco, CA 94102
Phone: (415) 436-8742
patrick.galamay@gsa.gov

11.0 Personal Services:

This Client Order ID is not to be used to procure personal services as prohibited by the Federal Acquisition Regulation (FAR) Part 37.104 titled "Personal Services Contract".

12.2 Intellectual Property:

This Client Order ID is funded by the US Government and therefore all intellectual property generated and/or delivered pursuant to this PBSOW will be subject to appropriate federal acquisition regulations which entitle the Government to unlimited license rights in technical data and computer software developed exclusively with Government funds.

12.3 Privacy Act:

Work on this project requires that Contractor personnel have access to Privacy Information. Personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations.

12.4 Section 508:

All Electronic and Information Technology (EIT) procured through this Client Order ID must meet the applicable accessibility standards at 36 CFR 1194, unless an agency exception to this requirement exists. 36 CFR 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended and is viewable at <http://www.access-board.gov/508.htm>

12.6 Security Requirements:

Classified or sensitive information is not on this requirement, so a DD254 is not needed. However, to access facilities and network via CAC, the National Agency Check with Law and Credit (NACLC) is required. The NACLC will be used as the initial investigation for contractors at the Confidential, Secret, and L access levels. It will also be used as the reinvestigation product for both contractors and Federal employees at the same access levels.

Basic National Agency Checks (Security/Suitability Investigations Index, Defense Central Index of Investigations, fingerprint classification, and a search of the Federal Bureau of Investigation's investigative index).

Credit search covering all residence, employment, and education locations during the last 7 years. Credentialing Standards for Issuing Personal Identity Verification Cards under HSPD-12," July 31, 2008

Reference (v) Office of Management and Budget Memorandum M-05-24, "Implementation of Homeland Security Presidential Directive (HSPD) 12 - Policy for a Common Identification Standard for Federal Employees and Contractors," August 5, 2005

1. GENERAL. Individuals entrusted with access to Federal property and information systems must not put the Government at risk or provide an avenue for terrorism.

a. All individuals requiring a CAC must meet credentialing standards of Office of Personnel Management (OPM) Memorandum (Reference (u)). For those individuals who are subject to an interim credentialing decision before a security, suitability, or equivalent adjudication is completed, the OPM credentialing standards will be the basis for issuing or denying a CAC. The

subsequent credentialing decision will be made upon receipt of the completed investigation from the ISP.

b. If an individual is found unsuitable for employment in a covered position under part 731.101 of Reference (f), ineligible for access to classified information under Reference (c), or disqualified from appointment in the excepted service or from working on a contract, the unfavorable decision is a sufficient basis for non-issuance or revocation of a CAC, but does not necessarily mandate this result.

2. INVESTIGATION. A favorably adjudicated National Agency Check with Inquiries (NACI) is the minimum investigation required for a final credentialing determination for CAC.

a. An interim credentialing determination can be made based on the results of a completed National Agency Check or an Federal Bureau of Investigation National Criminal History Check (fingerprint check), and submission of a request for investigation (NACI or greater).

b. Individuals identified as having a favorably adjudicated investigation on record, equivalent to (or greater than) the NACI do not require an additional investigation for CAC issuance.

c. There is no requirement to reinvestigate CAC holders unless they are subject to reinvestigation for national security or suitability reasons as specified in applicable DoD issuances.

d. Existing CAC holders without the requisite background investigation on record must be investigated in accordance with OMB Memorandum M-05-24 (Reference (v)).

Appendix A

Acronyms and Definitions

FM	Funds Management
FI/CO	Financial Accounting & Controlling
AM	Assets Management
MM-PUR	Material Management- Purchasing
MM-IM	Materials Management- Inventory Management
PS	Project System
SD	Sales & Distribution
HR	Human Resources
WF	Work Flow
BW	Business Warehouse
CRM	Customer Relations Module
PPS	Procurement for Public Sector
SPS	Standard Procurement System
SRM	Supplier Relationship Management Module
GRC	Governance

Navy ERP end-to-end processes as understood at this time incorporate the SAP FM, FI/CO, AM, MM-PUR, MM-IM, PS, SD, WFM (SAP HR), SRM/PPS, Planning, GRC, Access Enforcer, LS, BW (See Acronyms and Definitions on Appendix A)